

Millarville Community School Family Handbook



130 Millarville Landing

Foothills AB T0L 1K0

Phone: (403) 938-7832

Email: millarville@fsd38.ab.ca

Instagram: @mcswildcats

SCHOOL INFORMATION

Principal: Mrs. Emily Baranyay

Office Administrator: Ms. Lisa Kindt

School Motto: At Millarville Community School, we are learners who lead with courage, build strength through resilience, grow with reflection, and act with compassion.

It is our belief that Millarville Community School is a collaborative Kindergarten through to Grade 8 school where all students feel safe, loved, and supported by staff and by each other.

THE WILDCAT WAY: SCHOOL CULTURE AND EXPECTATIONS

Responsibilities of Students, Staff and Parents: The development of positive student behavior is a **shared responsibility** between students, staff and parents and is framed within the four attributes displayed on our Wildcat Paw.



We Are Wildcats

WILDCAT ASSEMBLIES

Each month we have a school-wide Wildcat Assembly where we recognize and celebrate one wildcat from each grade level in addition to one female and male athlete of the month. In addition to these recognitions, Wildcat assemblies include upcoming events and other news. **We encourage all students to wear their Wildcat Swag on these days to show school spirit.**

CALENDAR

Please see the MCS website for the School Calendar, you will find system learning days here: [Calendar](#)

MONTHLY EVENTS

September	October	November	December	January
Pancake Breakfast Meet the Teacher 75th Birthday Party Orange Shirt Day Terry Fox Run Grade 5 Campout	Volleyball Chaos Pumpkin Palooza	Remembrance Day Assembly November Break Learning Conferences Book Fair	Concert Christmas Chaos Christmas Holidays Wagon Rides	Rumpelstiltskin Play Ski Trips
Apple Fundraiser			Purdy's Chocolate	
February	March	April	May	June
Basketball Chaos February Break Learner Profile's Sent home	Eggstravaganza Easter Break	Fundraising Event	Track & Field Day Grade 6 Camp	Gr.4 Recorder Concert Forget Me Not Pond Grade 8 Grad Fun In The Sun
	Chicken, Bacon, Steak	Round Up	Greenhouse Effects	

NEWSLETTER

A newsletter will be sent from the office each month. We'll be sharing updates about upcoming events, new fundraising opportunities, and all the exciting things happening at MCS. Be sure to keep an eye on emails from your classroom teachers too, as they will have more specific and detailed information to share.

We believe in strong community relationships. The school, home, and community share information and ideas to contribute to student growth. When possible, home and community resources are utilized to make learning meaningful and relevant.

We strongly encourage all parents at MCS to show an interest in their child's topics of study and to expand it with books, family outings, and other resources.

Please note that when family vacations fall during regular school days, it is not always possible to provide the same learning that would be delivered in school. We will do our best to provide review materials to support your child's learning while they are away.

Students are encouraged to show their school pride through wearing Wildcat Swag during school events and "Wildcat assembly days". All students are encouraged to take part in the celebration by showing their school spirit through our school colours in any way possible.

Our Wildcat Swag can be ordered through the school website.

ADDRESSING CONCERNS

If you have a question or a concern, please contact your child's teacher first and if your question remains or your concern is still present, please contact our school principal, Mrs. Baranyay at baranyaye@fsd38.ab.ca or by phone at (403) 938-7832.

VOLUNTEERING / GETTING INVOLVED

We encourage family and community members to become involved with our school and its activities. As needs are identified, we will be seeking volunteers and invite you to participate. Please note that Foothills School Division policy requires all volunteers to complete a Criminal Record check prior to assisting in school. Ms. Lisa can provide these forms at the office. This ensures that all information related to the classroom and students is treated in a confidential manner. If you intend to volunteer as a community coach, it is Foothills School Division Policy that you complete the online Respect in Sport course. Please ask for login information from our school office administrator, Ms. Lisa.

SCHOOL COUNCIL AND FUNDRAISING

At Millarville Community School, we value strong communication and collaboration between home and school. To help ensure that each grade level has a voice, we invite a **Class Representative** from each grade to attend School Council meetings and share information with families.

School Council meetings are generally held on the first **Monday of each month at 3:30 p.m.** A virtual attendance option is also offered to help accommodate families' schedules and increase accessibility.

Fundraising Meeting days occur once a month and are currently TBD. We will update as soon as the committee finalizes the dates.

ATTENDANCE

Regular attendance is essential for supporting a strong and consistent learning environment for your child. Research shows that consistent attendance in elementary school plays a key role in academic success and helps establish positive habits that carry through to high school completion and beyond.

We also recognize that there are times when absences are unavoidable due to illness, family circumstances, or other important reasons. When your child must be away from school, we appreciate your support in notifying the school as soon as possible.

Please contact the office at 403-938-7832 to report your child's absence. You may also inform your child's classroom teacher and the main office by note or email. If an absence is unexcused or has not been reported, the school will follow up with families to ensure student safety.

We appreciate your partnership in supporting both consistent attendance and the well-being of all students.

BUSSING (TRANSPORTATION DEPARTMENT)

Student safety is our top priority while students are at school and travelling on the school bus. To help maintain a safe environment, students are expected to follow bus rules at all times and show respect and cooperation toward the driver.

During winter and wet weather, it is especially important that students are dressed appropriately for outdoor conditions in the event of unexpected delays or bus issues. If a student is not dressed suitably for the weather, the driver may refuse service in the interest of safety.

If your child will not be riding their regular bus on a given day, please notify the transportation department or bus driver in advance. This helps prevent the bus from unnecessarily waiting at your home or at the school before departure.

For any questions regarding bussing, please contact Transportation at (403) 652-6547.

LUNCH AT SCHOOL

Hot Lunch: Currently our hot lunch program is run as a school wide fundraiser. There is a markup placed on all items and 100% of the profits go right back into the school for programming. We understand not every family can purchase lunches through this program but the coordinator has tried to incorporate a number of more affordable snacks to ensure access for everyone. If you would like more information about the hot lunch program or are interested in volunteering please reach out to mcshotlunch@gmail.com

Erin's Wing Snack Shack: snacks are available for purchase in Erin's Wing Gr. 5 to 8. Microwaves are available to students in Grade 7 and 8 only.

Our hot lunch program is run each Thursday by Fundraising through the Munchalunch app. Order notices will be sent to parents via our Hot lunch Co-ordinator.

BOOTS, COATS AND LOCKERS

Students are provided with areas to keep their outdoor clothing and lunch kits. Boots are to be removed and placed neatly on the boot racks upon entry. Indoor non-marking soled shoes are to be worn inside and for physical education classes. Grade 5-8 are provided with a locker and lock.

IMPORTANT SCHOOL EXPECTATIONS

DRESS CODE

Students are expected to come to school dressed in a manner that is appropriate for a safe, respectful, and supportive learning environment. Clothing should allow students to participate comfortably in all school activities, including indoor learning and outdoor play.

Because students spend time outdoors throughout the year, families are asked to ensure children are dressed appropriately for changing weather conditions, including cold, wet, and winter weather. This includes items such as coats, boots, hats, and gloves when required.

Appropriateness of clothing for school: No underwear as outerwear or excess exposed skin. Students in Erin's Wing are allowed to wear hats.

CELLPHONE USE

Bell to Bell, No Cell. Cell phones are not allowed during school hours (8:10 a.m. – 3:00 p.m.).

If a phone is seen being used during this time, it will be held in the office until the end of the school day. You can pick it up from the office before you leave for buses.

Thank you for helping keep our school a positive and distraction-free place to learn!

Parents or guardians who need to reach their child during the school day are asked to **contact the school office at 403-938-7832**.

Students should keep their phones **stored safely in their backpacks or lockers** during school hours. If you need to make a call, you're always welcome to **use a classroom phone or visit the office for support**.

TECHNOLOGY USE AND DIGITAL CITIZENSHIP

Technology is an important tool for learning at Millarville Community School. Students are expected to use all devices responsibly and in alignment with our school expectations.

Device access includes:

- Grade 1-2: iPads
- Grade 3-4: iPads and Computers
- Grades 5-8: Individual laptops provided to support learning throughout the year

Students are expected to use technology in ways that are respectful, safe, and appropriate.

A [Responsible Use Agreement](#) is provided to all families and must be reviewed and signed prior to device use.

Misuse of technology, including inappropriate use, damage, or failure to follow expectations, may result in loss of privileges and/or further school-based consequences.

REPORTING AND COMMUNICATION

The evaluation of student progress is a continuous process. Some examples include home and school conferences, celebrations of learning, learner profile's, and student-led conferences.

Teachers assess student understanding by consistently compiling and reviewing student work both formative and summative throughout the year. While **two formal learner profile reports are issued during the year**, parents are encouraged to maintain ongoing contact with teachers regarding their child's progress.

FIELD TRIPS AND ACTIVITIES AROUND THE SCHOOL

Students will be allowed to participate in off-campus experiences only upon signing a permission/release of liability form on Edsembli. Walking field trip forms allow teachers to take students off school grounds in the walking vicinity without individual permission forms. **[Click here for instructions on accessing your family Edsembli account.](#)**

PHYSICAL EDUCATION & ATHLETICS

Physical Education at MCS gives students the opportunity to build the knowledge, skills, and attitudes needed for a healthy, active lifestyle. Throughout the year, students will participate in over 30 different sports and activities while developing teamwork, fitness, and positive habits for lifelong wellness.

Students are assessed on both physical skills and social skills, including participation, effort, cooperation, and sportsmanship.

MCS Gym Strip (required in Grade 3-8) Wildcat shorts and Wildcats t-shirts (**Wildcat Gym Strip & Swag Link**), socks, and running shoes. Students should also dress appropriately for outdoor activities. Forgetting your gym strip limits participation and may affect grades.

K-3 may use daily clothes but will need proper shoes.

ATHLETICS:

2026–2027 MCS Athletics Schedule

Season	Activity
September 15	Cross Country Meet
September – October	Grades 6–8 Flag Football
September – November	Grades 5–6 Tripleball
September – November	Grades 7–8 Volleyball
December – February	Grade 6 Basketball
December – February	Grades 7–8 Basketball (Coaches Needed!)
March – April	Badminton
May	Track & Field

Volunteer Coaches Needed for Basketball!

If you're interested in helping coach our Grade 6 or Grade 7/8 basketball teams this season, please contact the school. Your support makes these opportunities possible for our students! 

OUTDOOR PURSUITS

We are pleased to offer the Outdoor Pursuits program, led by Mr. Beacom and Ms. Olver. This program is designed to introduce students to the outdoors while building skills, confidence, and appreciation for outdoor learning experiences.

Kindergarten- Grade 3 - Ms. Olver will lead weekly class programming focusing on age-appropriate outdoor exploration, nature-based learning, and foundational outdoor skills.

Grade 4 and 5 - Mr. Beacom will lead weekly programming. Grade 5's take part in a Fall on-site campout experience right in the “backyard” of MCS, helping them build comfort and confidence in an outdoor setting.

Grades 6–8, Outdoor Pursuits is offered as an option course, where students may take part in activities such as skiing, hiking, and a variety of skill-building outdoor experiences.

Outdoor Pursuits provides students with meaningful, hands-on opportunities to connect with nature while developing teamwork, resilience, and a lifelong appreciation for the outdoors.

LEARNING COMMONS (LIBRARY)

The library is a place where students can discover new books, explore their interests, develop research skills, and foster a lifelong love of reading.

Students visit the Learning Commons regularly with their classes and are encouraged to borrow books for enjoyment and learning. Library materials should be treated with care and returned on time so that all students can enjoy them. Families are encouraged to support reading at home by sharing books together and helping students keep track of borrowed materials.

Throughout the year, students may participate in reading challenges, makerspace activities, special events, and programs designed to inspire curiosity, creativity, and learning.

If a library book is lost or damaged, please contact the Learning Commons Facilitator at wilkiek@fsd38.ab.ca to discuss replacement options.

Happy reading!

MINDS MATTER

Minds Matter is a positive mental health prevention and promotion program that runs from grades K-12, at Foothills School Division. Sponsored by Recovery Alberta, it is a school and community based initiative to teach social-emotional learning and well-being to students, staff, and families. You can find Wellness Coach Ms. Tanna in the classroom weekly to teach topics such as emotional regulation, healthy behaviors, and stress management. In the summer, Minds Matter continues its connection offering free programs in the community.

FAMILY SCHOOL LIAISON COUNSELLOR

Hello Millarville Families! My name is Madison Darel and I am the Family School Liaison Counsellor. I have been a part of the Wildcat Community for five years now and I have had the pleasure of seeing our students grow into the amazing people they are today!

My work at the school includes collaborating with teachers on how to support students' mental/emotional needs in class, social skill support, teaching various social/emotional curriculums to our elementary classes, and meeting with students to help them solve any issues they're facing.

Looking forward to another wonderful year!

OPTIONS - GRADE 6 THROUGH 8

Students in Grades 6, 7, and 8 are offered a range of option classes designed to support exploration of interests and the development of new skills. The school year is divided into four semesters, providing students with multiple opportunities to experience different courses. For each semester, students select their preferred option, and placements are made based on student choice and teacher discretion to help ensure balanced class sizes and meaningful learning experiences for all students.

Film Studies: Students will examine techniques used by directors and producers in film. They will take part in projects with special effects, makeup and creative film making.

Outdoor Pursuits: Students will be introduced to, refine and execute outdoor knowledge and skills. These may take the form of on-campus, consultant-led activities or off-campus outings to the beautiful Kananaskis country or beyond.

Drama: Students in Grade 6/7/8 will be taking part in the Christmas concert play. They will be acting and/or assisting with set design and tech.

Photography: Photos are captured using a camera and/or a personal digital device using a variety of techniques to distort, magnify or edit reality. Students will create a portfolio of their best images.

Woods: a hands-on program to introduce students to general woodworking practices. Students will expand their knowledge and experience through individual *take-home* projects and how to safely use hand tools, power tools, and woodworking machinery.

Rec Sports: is a fun, active class where students play a variety of games, both outdoors and indoors. Students will also have the chance to teach a game or activity of their choice to the class.

Art: is a creative class where students explore different materials and techniques through hands-on projects. Students will have fun creating artwork while developing their artistic skills and creativity.

Foods/ Leadership: Students will learn a variety of cooking and baking techniques. They will also take part in leadership class for half the term. They will be assigned a teacher and a lower grade and will take part in a range of volunteer experiences. This will meet CTF requirements in career experience and volunteerism.

Term 1	Term 2	Term 3	Term 4
Film Studies 7/8 OP 6 Rec Sports 7/8	Drama 6/7/8 Photography 6 Art 7/8	Foods 7/8 Woods 7/8 Art 6	PAT Prep 6 OP 7/8 Rec Sports 7/8

MUSIC, BAND AND PERFORMING ARTS

Performing Arts: this course is an opportunity for students to expand their knowledge base around character building, scene development and improv. Students are also given the opportunity to lead the class, teach drama games and work with different peers.

Junior Band: This course provides students with the opportunity to develop their instrumental and music-reading skills while performing as part of an ensemble. Students will explore a variety of musical styles, including modern music they know and enjoy, while also having opportunities to arrange their own music.

BIRTHDAYS

Each month, we celebrate all children that have birthdays that month, we bring them into the staffroom and have birthday cookies and celebrate with their friends.

EDSEMBLI FEES

School fees are due through Edsembli at the beginning of the school year. Payment plans can be arranged by contacting the office early in September of each year. Please contact our school office administrator, Lisa Kindt, kindtl@fsd38.ab.ca if you have questions or trouble getting into the system.

Edsembli Fee Breakdown	Covered by Fundraising
School Supplies (Kinder to Gr. 5)	Athletics (fees, equipment & uniforms)
Cultural Fee (Schoolwide performances)	Field Trips & Busing
Tech Fee (Gr. 1 - Gr. 8)	Outdoor Pursuits
Supplies Gr. 6 - 8 (Art, Grid books etc.)	School agendas

FIRE DRILL

Periodic fire drills will be scheduled so that students and staff are familiar with the emergency procedures. Families will be notified by email after each drill is complete.

SCHOOL LOCKDOWN

An emergency may prevent the safe evacuation of the building and require steps to isolate students and staff from danger by instituting a school lockdown.

In a lockdown situation, all students are kept in classrooms or designated locations that are away from danger. Staff members are responsible for accounting for the students and ensuring no one leaves the classroom or safe area until an “all clear” announcement is made.

As with fire drills, school lockdown drills will occur throughout the year to familiarize students with the procedure. Families will be notified by email after each drill is complete.

HOLD AND SECURE

Hold and secure will be used to secure the school should there be an unsafe event outside of the School. In this situation classroom doors and exterior doors will be locked and monitored, to allow any students from outside to enter. These are usually wild animals of sorts.

SHELTERING IN PLACE

Sheltering in Place would be used when personal safety is considered to be in danger if anyone leaves the school. This would mainly be used when there is an environmental or weather related event.

THE MCS TEAM

Principal - Emily Baranyay

Office Administrator - Lisa Kindt

Kindergarten (full-time) - Brenna Clarkson

Gr. 1 - Carsen Swann

Gr. 2 - Tandee Olver

Gr. 3 - Shannon Cave (morning's only)

Gr. 4 - Chelsea Lipiski

Gr. 5 - Ali McNaught

Gr. 6 - Jason Beacom

Gr. 7&8 - Katie Granger

Athletic Specialist/ Grade 7&8 Science - Kevin Olmsted

Family School Liaison Counsellor - Maddy Darel

Minds Matter Wellness Coach - Ila Tanna

Support Staff - Viri Reyes Mozo & Heidi Griffith

Custodian - Randy